

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Panchayat Raj & Rural Development Department - Implementation of Centrally Sponsored Scheme - Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) during 12th Five Year Plan Period for strengthening of Panchayat Raj System - Creation of SPMU, DPRCs, DPMUs and GPRCs - Operational Guidelines – orders - Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (MDL.I) DEPARTMENT

G.O.Ms. No.31.

Dated: 14 -02-2014

Read the following:-

1. RGPSC Guidelines 2013 issued by Ministry of Panchayati Raj, Government of India.
2. G.O. Rt. No.993, PR&RD (MDL.I) Dept., Dt.22.06.2013.
3. G.O.Rt. No.1367 PR&RD (MDL.I) Dept., Dt. 26-08-2013.
4. G.O.M.S.No.791, GA (G/L C) Dept., Dt. 07/11/2013.
5. Lr.No.K-11015/01/2013-DPE, Dt.12.11.2013, of MoPR, GoI, New Delhi.
6. G.O.Ms.No.466, PR&RD(MDL.I) Dept. Dt.30.12.2013.
7. From the CPR&RE, RC.No.10298/M1/2012, dt.30.12.2013.

ORDER:

The Ministry of Panchayat Raj, Government of India, have launched the new scheme of 'Rajiv Gandhi Panchayat Sashaktikaran Abhiyan' (RGPSA) during the 12th Five Year Plan as a Centrally Sponsored Scheme at the ratio of 75:25. This is an umbrella scheme encompassing various components aimed at strengthening Panchayat Raj Institutions as a whole and Gram Sabha in particular to improve the rural service delivery and people's participation in democratic governance at grassroots level.

2. In the reference 2nd read above, Government have constituted a high level inter departmental steering committee under the chairmanship of Hon'ble Chief Minister of A.P to oversee the progress of RGPSC and to take policy decisions for ensuring greater and more effective devolution of funds, functions and functionaries to Panchayats. In the reference 3rd read above, Government have also constituted a State Level Executive Committee under the chairmanship of Principal Secretary, PR to finalize the RGPSC plans and monitor the implementation of the Scheme from time to time. In the reference 4th read above, Government have issued detailed guidelines to transform the Grama Sabha into a platform of transparency, accountability and convergence.
3. In the reference 5th read above, the Ministry of Panchayat Raj Government of India, have approved the RGPSC Perspective Plan for the period from 2013-2014 to 2016 - 2017 and also approved the Annual Plan outlay of Rs.20331.85 lakhs for the year 2013-14 and released an amount of Rs. 7624.44 lakhs towards first installment of central share for the year 2013-2014 vide Proceedings No.K-11011/30/2013-DPE, dt.03.12.2013 of GoI, MoPR.

4. The Para 6.4 of RGPSC guidelines provides for establishment of State Panchayat Resource Centre, District and Gram Panchayat level Panchayat Resource Centres for organizing training and capacity building activities to enhance the knowledge base of Elected Representatives of Panchayat Raj Institutions and official functionaries. Para 6.8 of RGPSC guidelines provides for creation of Programme management units at State and District levels for planning, implementation and monitoring of the RGPSC scheme. The MoPR, Government of India in their Proceedings dt.30.12.2013 in the reference 5th read above have approved the RGPSC perspective plan for the years from 2013-14 to 2016-17 in which the activities of creation of SPRC, SPMU, DPRC, DPMU etc., were included among many other activities aimed at strengthening of PRIs.

5. In the reference 6th read above, Government have established State Panchayat Resource Centre in the name of AP. Panchayat Raj Abhivrudhi Samstha (APPRAS) with the objectives and goals as mentioned therein.

6. In the reference 7th read above, the Commissioner Panchayat Raj & Rural Employment has submitted proposals for operationalisation of the RGPSA Scheme by creating State Programme Management Unit (SPMU) at the State Level, District Panchayat Resource Centres (DPRC) & District Programme Management Units (DPMUs) at District Level and Grama Panchayat Level Resource centres (GPRC) at Grama Panchayat Level for effective implementation and monitoring of the RGPSA Scheme.

7. After careful examination of the proposals, Government hereby permit the CPR&RE to establish SPMU at the state level, DPRC & DPMU at District level, and GPRC in each of the Mandals for effective implementation and monitoring of the scheme as per the plans approved by MoPR, Government of India. Government hereby issue the following operational guidelines to bring clarity in the functioning of various structures viz., State Programme Management Unit, AP Panchayat Raj Abhivrudhi Samstha/ State Panchayat Resource Centre, District Panchayat Resource Centres, District Programme Management Units and Gram Panchayats Resource Centres etc. as a part of implementation of RGPSA Scheme.

1. A.P. Panchayat Raj Abhivrudhi Samstha(APPRAS)/State Panchayat Resource Centre (SPRC) :

APPRAS being an overarching terminal body shall focus exclusively on Panchayat Raj and PESA. It shall function as a Brain Trust for the PR Department, PRIs, ERs, functionaries, PR Activists and NGOs working in the field of Panchayat Raj. It should be well equipped to take up action research; study the best practices across the country in PR Governance and disseminate the information to the State Government and various organizations both Governmental and non-governmental as to strengthen the PR Governance in Andhra Pradesh.

The APPRAS shall especially lead the CB&T effort in the State thus guiding and supplementing the CB&T efforts of existing CDPA centre of APARD. The APPRAS shall eventually transform as a registered society and function as an independent body with a mission to strengthen the PRI system in the state.

Therefore the following unit/centre shall be established in the A.P. Panchayat Raj Abhivrudhi Samstha (APPRAS);

1. Decentralized Planning
2. PR Finance and Accounts
3. PR Election Law
4. Action Research, Publication and Documentation
5. e-Governance
6. PR Administration – Statutes and Services Rules
7. PESA

As the APPRAS., functions as a think tank for the PR sector, it shall be provided with the faculty members in the category of senior consultants as at **Annexure-I**. The pay and allowances of the staff shall be met from the RGPSA funds and the appointment shall be purely on contract basis only. The APPRAS in coordination with CDP &A, APARD shall discharge the functions as at **Annexure-I**.

2. Commissionerate of PR&RE (CPR&RE) :

The Commissioner Panchayat Raj & Rural Employment is the nodal department at the State level responsible for supervision over the preparation and implementation of RGPSA Action Plans. The responsibilities of the CPR&RE in implementation of RGPSA Scheme are at **Annexure- II.**

2.1 State Programme Management Unit (SPMU):

The SPMU shall facilitate the implementation of RGPSA Programme by providing necessary technical assistance to District Programme Management Units and shall act as a nerve centre for monitoring the programme at State Level. It should liaise with all DPMUs in the state and guide them in right direction so as to achieve the targets set out under RGPSA Annual and Perspective plans. The SPMU shall assist the CPR&RE in the activities which are at **Annexure-III.**

The Project Monitoring Units already established at State and District levels under Mission Mode Project, e- Panchayat shall hence forth work with RGPSA PMUs as suggested by MoPR, GOI. The SPMU, shall consist of the personnel as at **Annexure-III.**

The expenditure on establishment of the RGPSA Programme Management Unit shall be met from within the 5% of the funds available under management costs of the programme.

3. Commissioner/Director AMR- APARD:

Commissioner/Director, AMR-APARD through the Centre for Decentralized Planning and Administration (CDP&A) shall be the coordinating agency for implementation of the capacity building and training activities in all the districts as approved by the Ministry of Panchayat Raj, Government of India and by the Panchayat Raj and Rural Development Department, Government of Andhra Pradesh. The role of Centre of Decentralized Planning & Administration APARD in implementing the CB&T activities is at **Annexure-IV.**

The CDP&A centre in APARD shall work in tandem with APPRAS and SPMU for effective implementation of CB&T Plans.

4. District Level RGPSA Executive Committee :

An Executive Committee shall be formed in each district under the chairmanship of Chairperson ZPP and District Collector to oversee the functioning of DPRC, DPMU in implementation of the RGPSA scheme with the following composition.

Sl. No	Officer	Designation
1	Chairperson, ZPP (C/ZPP)	Chairperson
2	District Collector	Co-chairperson
3	Chief Executive Officer, Zilla Praja Parishad	Member-Convenor
4	Chief Planning Officer	Member
5	District Panchayat Officer	Member
6	Project Director DWMA	Member
7	Project Director, DRDA	Member
8	Superintending Engineer, PR	Member
9	Superintending Engineer, RWS	Member
10	District Informatics Officer, NIC	Member
11	Reputed NGO Nominated by C/ZPP	Member
12 to 16	5 Elected Representatives from best performing Panchayats (1 SC, 1 ST , 1 BC, 2 others) -Nominated by C/ZPP	Members
17 to 21	5 Women Elected representatives from best performing Panchayats (1 SC, 1 ST, 1 BC, 2 others) –Nominated by C/ZPP	Members

The committee shall meet at least once in a quarter and review the progress of the implementation of various component of RGPSA action plan and give necessary guidance for proper implementation of the plan. The S.E. Panchayat Raj shall be responsible for execution of the physical infrastructural works through PR Engineering Department field functionaries. The DIO, NIC shall facilitate online updation of data in PES application and extend necessary technical and handholding support to DPMU. In addition to giving their valuable suggestions for betterment of the scheme, the members shall facilitate the effective implementation of RGPSA scheme in the District.

4.1 District Panchayat Resource Centres (DPRCs):

District Panchayat Resource Centres shall be created in a phased manner during the 12th five year Plan Period in each district to cater to the training and capacity building needs of the Elected Representatives of PRIs and official functionaries. The DPRCs shall initially be located in Zilla Praja Parishad and gradually evolve as a full fledged training centre with suitable training and residential infrastructure for organizing residential and non-residential training programmes. The DPRCs shall be provided with necessary infrastructure facilities and man power to discharge the CB&T functions at District level as per the approved RGPSA plan. The DPRC shall broadly discharge the functions as at **Annexure-V**. The faculties may be engaged either from Academic or Administrative field on deputation or contract basis (two years at a time) depending on the circumstances. For contract appointees the relevant pay applicable to the equivalent category mentioned at table 1 may be applied. The faculty members deployed to the DPRCs and conditions of appointment are at **Annexure-V**.

The staff recruited under Mission Mode e- Panchayat project in District Programme Management Units (DPMUs), i.e the DPM and Addl. DPMs., shall hence forth work with DPRCs as suggested by MoPR, GoI. The pay and allowances of the above staff shall be met from the Capacity Building and Training Funds and the appointment shall be purely on contract basis only.

4.2 District Programme Management Units (DPMUs):

The District Programme Management Units shall be created at each District and it shall be located in Zilla Praja Parishad and extend all technical and other support to Zilla Praja Parishad and Panchayats in the implementation and monitoring of the scheme. The DPMU shall be in continuous contact with the SPMU and facilitate flow of information received from state head quarters to district and sub district units. For this purpose suitable employees in the cadre of Superintendent & an office assistant may be appointed by redeployment within ZPP/MPP Sectors. In cases of absolute unavailability of staff for redeployment two personnel i.e one Resource Person and one Office Assistant could be hired on contract basis.

The expenditure on establishment of the RGPSA Programme Management Units shall be met from within the 5% of the funds available under management costs of the programme. Requisite staff for State Level positions shall be recruited by a Committee consisting of (1) Principal Secretary PR&RD (2) Commissioner Panchayat Raj & Rural Employment (3) Commissioner, AMR- APARD.

The functions of DPMU under RGPSA and the Salary structure of personnel in SPMU and DPMU as per the approved action plan are at **Annexure-VI**.

5 Gram Panchayat Resource Centre (GPRC) :

Gram Panchayat Resource Centre shall be established @ one in each mandal in 1096 Big Panchayats in a phased manner during the 12th five year plan period to handhold the Panchayat Processes and building the capacities of Grama Panchayats for effective service delivery. The GPRC shall assist all the G.Ps in the Mandal and their representatives and functionaries in discharging the functions at **Annexure -VII** and also to facilitate the GP in their functioning to enforce the Rules and Acts.

6. Strengthening of Gram sabhas:

The Government have already issued detailed guidelines for bringing vibrancy to the functioning of Grama Sabha through the G.O. 4th read above that need to be followed scrupulously. The DPRCs and the GPRCs with the support of District Collector and other field functionaries shall widely disseminate the contents of the above G.O among the line departments PRI and Public and shall ensure that the line department officials attend the gram sabhas without fail. The attendance of line department officials in gram sabha will make them accountable to the gramsabha members and bring transparency in the public service delivery.

6.1 To further strengthen Gram Sabha in PESA areas:

Support of a NGO in each PESA District shall be enlisted for regular hand holding. A suitable NGOs shall be selected by the State level Executive Committee based on the proposals received from District level Executive Committees.

6.2 Grama Sabha Mobiliser in Schedule V Areas:

The Grama Sabhas that fall under the purview of PESA Act (Scheduled V areas) have a unique authority of approving various plans meant for development of scheduled areas. Due to lack of proper awareness and administrative support, the Gram Sabhas in scheduled areas are not able to discharge their responsibilities effectively. There is an urgent need to have a activist mobilizer for each Gram Sabha. At present there are 1218 Gram Panchayats in schedule V areas, and therefore 1218 Grama Sabha Mobilisers would need to be identified for bringing vibrancy to the Gramsabhas in Schedule V areas. The Gram sabha Mobilizer shall not only mobilize public but also create awareness on the gram sabha agenda and significance of Gram Sabha. An Honorarium of Rs.2500/-per month shall be paid from RGPSA funds for each mobiliser. He shall be from the "local Scheduled tribe" belonging preferably to the same Grama Panchayat. The mobiliser shall submit progress reports at regular intervals to the MPDO/EO (PR&RD) at Mandal level and submit all records related to his/her work. The MPDO/EO (PR&RD) shall review the functioning of Gram Sabha Mobiliser from time to time and report to DPO/DLPO.

7 Right to Information Act:

Instructions regarding the voluntary disclosure of information related to the schemes that are being implemented by ZPPs, MPPs and Gram Panchayats have been issued earlier. APIOs, PIOs and Appellate Authorities for each office have also been notified. All the information related to the RGPSA shall be incorporated in the RTI information appropriate Schedules of respective offices. All the ZPPs, MPPs and Gram Panchayats shall voluntarily disclose their Budget and accounts and make them available for public access. Further the approved budgets and Administration reports shall be made available for public reference.

8 Social Audit:

The social audit of all the works executed shall be taken up periodically to bring transparency in the execution of the works. General guidelines issued for social audit under BRGF Programme vide G.O.MS.No.368, PR&RD (PTS.III) Dt 30.7.2013, shall be followed.

9 Maintenance of RGPSA Accounts:

The funds released under RGPSA shall be deposited in a separate account and shall be utilized for the purpose for which they are being released. No part of it shall be diverted for any other purpose. The interest accrued on deposits if any shall be utilized as per the guidelines of the programme. A separate cashbook should be maintained and the executive agency shall maintain all the records and produce the records for Audit/Social Audit. The executive Agency shall submit the audited statement of Accounts and utilization certificate for each year along with achieved outcomes.

10 The role of CEO, Zilla Praja Parishad:

The Chief Executive Officer shall take the responsibility for overall success of the programme at District level and he shall attend the functions as at **Annexure-VIII**.

11 The role of District Panchayat Officer:

DPO plays a vital role in implementation of the RGPSA action plan at the District level. The DPO shall work in tandem with the CEO, ZPP for effective implementation of various components of RGPSA action plan. The DPO shall attend the functions as at **Annexure-IX**.

8. The Commissioner, Panchayat Raj & Rural Employment shall take necessary action accordingly.

9. This order issues with the concurrence of Finance (SMPC) Department vide their U.O.No.1136/74/A3/SMPC-I/14, dated 10.2.2014.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**V. NAGI REDDY,
PRINCIPAL SECRETARY TO GOVERNMENT. (PR)**

To

The Commissioner, Panchayat Raj & Rural Employment, Hyderabad.

The Commissioner/Director, AMR-APARD, Hyderabad

The A.P. Panchayat Raj Abhivrudhi Samstha (SPRC)

All the District Collectors in the State

All the Chief Executive Officers, Zilla Praja Parishad in the State

All the Chief Planning Officers in the State

All the District Panchayat Officers in the State

Copy to

The P.S to Chief Minister,

The P.S. to Minister for (PR&RWS)

The P.S to Principal Secretary (PR)

The P.S to Principal Secretary(RD)

The P.S. to Secretary(RWS)

The Finance(Exp.PR)Department.

The Planning Department.

SF/SC.

//FORWARDED::BY ORDER//

SECTION OFFICER

(Continued for Annexures.I to IX)

ANNEXURE-I
FACULTY OF APPRAS/SPRC AND ITS FUNCTIONS:

(I) FUNCTIONS OF THE APPRAS/SPRC

- functioning as the chief documentation centre on all activities of PRIs in the State.
- Extending Academic support to CPR&RE in bringing out policy papers, research reports, evaluation reports, working papers etc.,
- Developing measurable indicators for assessing the performance of Panchayats for incentivisation
- Organise Seminars, workshops, symposium for discussing on possible policy initiatives for PR system improvement
- Formulating a policy frame work for improving the internal audit, social audit and other accountability measures
- Exercising technical control over the DPRC, MPRC, GPRC and guide these institutions for effective delivery of CB&T programmes
- Creation and maintenance of Data Base required for preparation of decentralized district plans
- Maintenance of data base required for facilitating effective PR Governance
- support the PMU in preparing research/academic reports, thematic papers on issues related to PR
- Promoting collaboration with resource organisations and NGOs

(II) FACULTY MEMBERS AND THEIR QUALIFICATIONS

- A) An Academician having special knowledge and experience in PRI sector, Political Science and Public Administration.
- B) Two subject matter specialists: A Panchayat Raj Administrator with atleast 10 years of field experience as of CEO ZP, DPO or MPDO/ an erstwhile Chairperson ZPP, MPP President, Sarpanch with a post graduate degree with sufficient field experience as specified below;
- C) An expert in decentralized planning. A person with a Master's Degree in Economic Planning and with an experience of atleast 5 years as Chief Planning Officer or equivalent .

Experience/Qualifications for the above 3 categories

- A) The Academician of the rank of Assistant Professor in Political Science or Public Administration with atleast 10 years of service may be taken from any University / Post graduate Centre on deputation basis or a candidate with M.Phil /Ph. D Degree with specialization in Political Science, or public administration with an experience of atleast 10 years in relevant field may be taken on contract basis.
- B) Administrators (subject matter specialists) may be taken on Deputation/Contract basis. While selecting personnel from Elected Representative category, those people who are actively working for strengthening of PRIs and who have no political affiliation shall be taken.

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE-II

ROLE OF THE CPR&RE IN IMPLEMENTATION OF RGPSA:

- Release of funds to districts (ZPP, MPP, GPs), AP Panchayati Raj Abhividdhi Samstha (APPRAS), SPMUs, DPMUs
- Issue of Administrative Sanctions
- Overall guidance to AP. Panchayati Raj Abhividdhi Samstha (APPRAS), SPMU, DPMUs, DPRCs
- Overseeing the deployment of personnel and other necessary requirements in the proposed State /District/ Mandal/ Panchayat Resource Centres/Project Monitoring Units
- Providing technical and administrative assistance to Districts through SPMU for planning and implementation of various components of RGPSA
- Setting goals and targets for RGPSA perspective and annual plans
- Monitoring the progress of RGPSA annual/perspective plans
- Review and Assessing the performance of the Panchayats
- Commission studies and to depute a team of experts to districts to verify the progress made in each year before the approval of annual plans.
- Promoting innovative practices among Panchayats for augmentation of resource base and for improving the service delivery
- Promoting collaboration with resource organisations and NGOs
- Monitoring the RGPSA Capacity Building &Training activities implemented by APARD and other Institutions
- Finalizing IEC strategy for empowering gramsabhas and PRIs.
- Ensuring Proper Audit of Accounts for the funds released to various PRIs and other Institutions
- Obtaining Utilization Certificates from the implementing agencies
- Convene the meetings of RGPSA State Level Executive Committee as the member Convener of the Committee
- Any other such responsibility which is not specified above but falls within the powers and jurisdiction of the Authority of CPR&RE.

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE-III

FUNCTIONS OF THE SPMU:

- Preparation of RGPSA plans, management and supervision
- Assessment of Performance of Districts especially for the 20% performance linked grant
- Development of Designs for GP office Buildings, Gram Panchayat Resource Centres including eco-friendly and low cost technologies
- Training of resource persons in 12 common core applications and hand holding support to Panchayats
- Classifying the Panchayats with good, medium, poor resource base and assessing the amount of support required to undertake core processes
- Identification of best Panchayats and dissemination through training and other means
- Advocacy of implementation of PESA Act 1996 and rules made under this Act
- Coordination with AMR-APARD in the implementation and monitoring of Capacity Building and Training (CB&T) action plan
- Developing indices for measuring the performance of PRIs and assessing the performance of PRIs
- Assisting the State Executive Committee and Steering Committee in preparation of annual plans and monitoring the implementation of approved plans
- Assisting the State Panchayat Performance Committee in selection of best Panchayats for incentivisation
- Encouraging Panchayats to improve the service delivery and bringing a transparent system in C2G and G2C transactions

Staffing pattern of SPMU:

- a) State Project Manager
- b) State Technology consultant
- c) State Planner
- d) State Accounts expert
- e) Office Assistant

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE - IV

ROLE OF CENTRE FOR DECENTRALIZED PLANNING & ADMINISTRATION, AMR- APARD:

- a) Conducting Training needs assessment
- b) Upgrading the knowledge and skills of all the elected representatives of Panchayat Raj Institutions through face to face, distance mode and other modes, so as to discharge their responsibilities in an efficient and effective manner
- c) Orient key officials associated with functions devolved to Panchayats and who are working under or closely with them to effectively serve and facilitate the Panchayats in the performance of devolved functions,
- d) Improve functioning of the Gram Sabha, particularly through building the capability of pressure groups such as SHGs and CBOs in Gram Sabhas more meaningfully,
- e) Organizing exposure visits to beacon Panchayats for bringing attitudinal changes among the Elected Representatives of PRIs
- f) Extend handholding support to Elected members of PRIs and official functionaries in post training situations through existing PR help line and other modes like newsletters, news magazines etc.,
- g) Preparing an effective IEC strategy for empowering the members of Gramsabha and for promoting positive feeling about PRIs among People.
- h) Selection of Master Trainers, ToTs with the help of DPMUs/DPRCs
- i) Preparation of Training Materials/Modules including print, electronic media and other formats and for training the PRI functionaries
- j) Documentation of Best Practices and act as a clearing house for disseminating the information through its web site and through other traditional methods.
- k) Training of Master trainers and ToTs for reaching large number of elected representatives
- l) Maintenance of all accounts/other training records and submission of audited UCs for the amounts released towards capacity building activities
- m) Form effective collaboration with NGOs, CBOs and Research Institutions for strengthening of PRIs

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE-V

FUNCTIONS OF DISTRICT PANCHAYAT RESOURCE CENTRE AND ITS FACULTY MEMBERS:

(I) FUNCTIONS OF THE DPRCS

- Organisation of CB&T activities at district and sub district level as per the mandate given by APPRAS and APARD
- Monitoring the attendance of trainees in various trainings organized at district and sub district levels
- Preparation of training action plan for each academic year to train all the Elected Members of PRIs and official functionaries in various aspects related to PR and RD sectors.
- Maintaining the complete data base of Elected members of 3 tiers of PRIs and the data base of trained and un trained elected members
- Documentation of best practices among Panchayats and dissemination

(II) THE FACULTY OF THE DPRCS

1. Principal-1member (equivalent to CEO ZPP or Dy.CEO ZPP or Junior consultant)
2. Faculty - 4 members (Accounts and Audit, Decentralised Planning, public administration/ PESA (wherever relevant) General PR Administration)(equivalent to Resource Person)
3. District Project Manager (e-panchayat)
4. Assistant District Project Manager (e panchayat)
5. Office Assistant-cum-Computer operator – One (equivalent to Junior Assistant)
6. Office Subordinate – One

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE-VI

THE FUNCTIONS OF DPMU UNDER RGPSA AND THE SALARY STRUCTURE IN SPMU AND DPMUS AS PER THE APPROVED ACTION PLAN:

- Preparation of Annual and Perspective Plans
- Implementation of the scheme as per the guidelines of RGPSA
- Monitoring the implementation of RGPSA annual action plans
- Preparation and submission of periodical progress reports to SPMU/CPR&RE
- Providing Technical support for social mobilization, accounting, e enablement of Panchayats, monitoring and incentivisation of Panchayats etc.,
- Monitoring Physical and financial Progress of the Scheme
- Work in association with DPRCs and over see the implementation of CB&T Plan

Table: Pay structure for contract staff in SPMU & DPMU:

S.No.	Name of the post	Remuneration per Month
1	Sr. Consultant	Rs.60,000/-
2	Junior Consultant	Rs.30,000/-
3	Resource Person	Rs.25,000/-
4	IT Professional	Rs.20,000/-
5	Office Assistants	Rs.12,000/-
6	Traveling Expenses (lump sum)	Rs. 5,00,000/-
7	Miscellaneous expenses (Lump sum)	Rs. 5,00,000/-
8	Consultant (one per each district)	Rs.25,000/-
9	Junior Consultant (one per each district)	Rs.15,000/-
10	Data entry Operator (one per each district)	Rs.10,000/-
11	SPMU & DPMUs (DPMs & Addl. DPMs @ 5 members at State unit and 2 in each Dist.	Rs.16,67,000/-
Total		

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE-VII

FUNCTIONS OF GPRC AND ITS STAFFING PATTERN:

(I) FUNCTIONS OF GPRC

- (i) Assisting G.Ps. in conduct of Grama Sabhas effectively.
- (ii) Maintaining the Accounts and facilitating Audit in GPs.
- (iii) Assessment and collection of Taxes, Fees etc.
- (iv) Preparation of decentralized developmental Plans and their implementation and monitoring.
- (v) Town Planning and Building permissions and spatial planning.
- (vi) Meeting the basic engineering needs like preparation of estimates recording in Measurement Books (MBs), valuation of works, (facilitating speedy execution of developmental works) and repairing motors for maintaining drinking water supply etc.
- (vii) Sanitation; Garbage collection, treatment and disposal, sewerage disposal.
- (viii) Preparation and maintenance of Asset Register in GPs along with the details of poramboke lands vested in GPs and their utilization and protection.

(II) Staffing Pattern of GPRC:- The following functionaries shall be taken on outsourcing basis or on contract basis.

- ❖ Team Leader - 1 No.
- ❖ Accountant-cum-Data entry operator - 1 No.
- ❖ Civil Supervisor - 1 No.
- ❖ Town Planning & Building overseer - 1 No.

(i) Team Leader:- Team leader shall coordinate all the functions of other members of the GPRC team and shall be responsible to all the Grama Panchayats in the Mandal. He shall also liase with the EO (PR&RD)/MPDO/DPO for achieving the aims of RGPSA. The team leader is personally responsible to support the Gram Panchayats for regular conduct of Grama Sabhas, proper maintenance of records and Audit, Assessment of Taxes and their collection, sanitation and related matters, planning and monitoring. Preparation and maintenance of Asset Registers in GPs alongwith the details of poramboke lands used in GPs and their utilization and protection. To be specific, the Team Leader shall carry out the following functions:

- serve as the chief assistant to all GPs in the Mandal.
- Ensure effective support to GPs in the fields of town planning and building overseer, Technical (Civil) Supervisor and Accountant-cum-Data entry operator for best possible assistance to GPs.
- Guide and support the Panchayat Secretary in updation and reconciliation of Accounts of Gram Panchayats.
- (Maintenance of registers, records, vouchers, bills, M-books, U.Cs by the Panchayat Secretaries).
- Guide and support the Gram Panchayats and Grama Sabha in the preparation of budgets and decentralized planning.
- provide full co-operation and support to GPs in successful conduct of Grama Sabhas

- guide and support GPs in preparation of their Annual and Perspective and Decentralized Development Plans.
- Assist the Extension Officer (PR&RD) in guiding the Panchayat Secretaries in producing the Accounts for Audit and attending to Audit Objections by the Panchayat Secretaries.
- Assist the Extension Officer (PR&RD) in guiding the Gram Panchayats in the assessment of taxes and their collections.
- Assist GPs in preparation of Village Integrated Plan for Solid and Liquid Waste Management.
- Assist in the preparation and Maintenance of Asset register in Gram Panchayats and their utilization and protection.

Conditions of Service : He shall be a graduate with relevant experience for 5 years. Pay is equal to Junior Consultant Cadre. Selection by District Selection Committee (DSC) consisting of District Collector, CEO,/ZP and DPO.

(ii) Accountant-cum-Data entry operator: He shall guide and support the GPs in proper maintenance of books of accounts. He will also facilitate the Audit of accounts by the concerned Auditors. He will assist in implementation of PRIA Soft, PES applications and other e-Panchayat applications in addition to Data entry work.

Conditions of Service : Shall be a graduate in Commerce or BBA. Pay in the scale of Resource Person. Selection by DSC.

(iii) Civil Supervisor shall be a Diploma holder in Civil Engineering (Polytechnic- Civil Draughtsman). The Civil Supervisor shall guide and support the GPs in preparation of estimates, designs, procurement, work management including recording of MBs, valuation of works etc for the works sanctioned under various programmes including RGPSA, BRGF, SFC, 13th Finance Commission etc. The Civil supervisor shall assist the Panchayat Raj Engineering Department Technical Staff.

Conditions of Service : Pay as per the scale of Resource Person. Selection by DSC.

(iv) Town Planning and Building Overseer: A diploma holder in Town Planning and Architecture shall be taken as Town Planning and Building overseer and shall attend the following functions:

- Preparation of indicative Land use plan of Gram Panchayat in coordination with District Town and Country Planning Officer (DTCPO).
- Guide and support the GPs in processing and issue of permissions of Layouts and Buildings in their Panchayats.
- Assisting the Gram Panchayat in the House Tax assessment by providing accurate data of taxable areas.
- Assisting the GP in spatial planning.

Conditions of Service : Pay as per the scale of Resource Person. Selection by DSC.

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE-VIII

ROLE OF CEO ZPP, IN RGPSA

- Create wide publicity about the objectives of RGPSA among the District Officials, Elected Members of PRIs and field functionaries
- Monitor the programme implementation at District Level
- Review the progress of works sanctioned under RGPSA and submit Monthly Physical and financial Progress Reports to SPRC.
- Assist the District Collector in successful implementation of the RGPSA scheme
- Convene the District RGPSA Executive Committee Meeting once in a quarter and put up the progress of various components of RGPSA action plan before the committee for review
- Coordinate with the District Panchayat Officer and extend necessary technical support through ZP Engineering wing and shall see that the infrastructure projects are grounded and completed as planned
- Oversee the functioning of DPRC and DPMU and extend all the support required for proper functioning of DPRC /DPMU
- Mobilization of Elected Representatives for Capacity Building &Training programmes through MPDOs and other field functionaries
- Guide the Mandal Resource Centres/ Gram Panchayat Resource Centres and facilitate smooth functioning of these centers
- Ensure effective attendance of officials at Grama Sabhas on the designated dates and issue necessary instructions to the concerned for betterment. The CEO shall send the feed back to CPR&RE
- Ensure that all Mandal Parishads use the PES applications and update the online data from time to time
- The CEO shall take all steps to encourage Mandal Parishads to take up the exercise of bottom up planning and facilitate convergence of line departments for preparation of an integrated district development plans as detailed in G.O. MS. No 142, PR&RD (Pts.III) Dept. dt.18.4.2008.

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**

ANNEXURE-IX

ROLE OF DISTRICT PANCHAYAT OFFICER IN RGPSA

- Create wide publicity about objectives of the scheme among the Panchayats and guide the entire Panchayat administration to implement the Programme in letter and spirit.
- Assist the DPRC in successful implementation of the RGPSA scheme
- Attend the RGPSA District Executive Committee meeting and place the progress before it for review and further suggestions
- Responsible for achieving the annual targets set under the Programme
- Review the progress of works sanctioned under RGPSA and submit Monthly Physical and financial Progress Reports to CPR&RE
- Prepare Panchayat Performance Assessment Reports for incentivizing the Panchayats based on the performance
- Monitor the functioning of staff in GPRCs and issue necessary instructions for proper functioning of GPRCs.
- Supervise the progress of works taken up under RGPSA like Construction of GP Office Buildings, Repairs etc.,
- Mobilization of Elected Representatives for Capacity Building &Training Programmes through field functionaries
- Ensure timely Audit/Social audit of RGPSA accounts at Panchayat level and submit reports to the CPR&RE and initiate corrective action under intimation to the CPR&RE
- Look after all HR matters of the contract staff and resolve the issues emerging from time to time
- Shall attend four Gram Sabhas on the designated dates and issue necessary instruction to the concerned for betterment and send the feed back to CPR&RE
- ensure that all Gram Panchayats use the PES applications and enter data from time to time
- Ensure through DLPOs/E.O. (PR&RD) that all Gram Panchayats conduct the gramsabhas on designated dates and take all steps required for proper conduct of Gram Sabhas
- Review periodically the functioning of PESA Gram Sabha Mobilizers and issue necessary instructions to the mobilizers for bringing vibrancy in functioning of gramsabha
- Ensure timely Audit/Social Audit of RGPSA accounts of Panchayats and submit reports to the CPR&RE and initiate corrective action under intimation to the CPR&RE
- The DPO shall take all steps to encourage Gram Panchayats to take the exercise of bottom up planning and facilitate convergence of line departments for preparation of an integrated district development plans as detailed in G.O.MS.No.142, PR&RD (Pts.III) Dept. dt.18.4.2008.

**V. NAGI REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (PR)**